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5 JUN 64

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Support

SUBJECT : Supplementary Suggestions Resulting from
I.G. Survey of the Office of Personnel

1. Attached is a memorandum containing suggestions on a number of points resulting from our survey of the Office of Personnel. None of these involves important policy decisions and they were therefore not made as formal recommendations in our survey report.

2. We believe they are important enough to bring to your attention, however, to complete the record.

J. S. Eberman
Inspector General

Attachment a/s

cc: DDS

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O/IG/[]/mvm: 2 June 64

Distribution:

- Original & 1 - Addressee
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Dispersal of Office of Personnel Components

1. The location of several Office of Personnel components in Quarters Eye, R&S Building, Broyhill Building, and 16th Street makes for inefficiency and many lost man-hours in travel to Headquarters. We realize that there is no easy solution for the space problem. The location of these Personnel units not only places these offices of common concern outside the mainstream of Agency business but we estimate that the loss in efficiency is equivalent to five full time ceiling positions. If and when the space situation eases, consideration should be given to relocating some of these components in the Headquarters building.

Personnel Recruitment Division

2. Where there is more than one recruiter in a field office, one man should be placed in charge, rather than have each report separately to Headquarters as is now the case.

3. Recruiters need more information about the Career Officer Training Program. This should be provided to them as soon as the program is established and qualifications are agreed upon.

4. The wording on the door of the [] recruiting office should be changed. It now reads "U.S. Government Special Representative." Instead, the names of the field recruiters should be on the door as is the case at most other field offices.

5. The Office of Research and Reports believes it should be permitted to send its own officers to universities in the fall of each year to contact prospective candidates, provided such visits are coordinated with the Office of Personnel. We see no objection to this, and suggest that ORR be permitted to do so.

Clandestine Services Personnel Division (CSPD)

6. We believe that Branch C of CSPD should include cognizance of officer personnel in grades GS-7 to GS-11, rather than GS-9 to GS-11; and that Branch D ought to include all clerical and administrative personnel, regardless of grade. The current limitation at GS-3 is artificial.

7. CSPD lacks space in which to talk privately with returnees and others about many personal problems. It is recommended that adequate space for such discussions be arranged.

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Benefits and Services Division

8. There is overlap of authority and jurisdiction in the functions of the Executive Secretary [redacted] and the Recorder [redacted] of the Merit and Honor Awards Committee. This has resulted in confusion in arrangements for awards presentations. It is recommended that the Director of Personnel clarify the respective responsibilities of these two people.

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9. We believe that the Honor and Merit Awards Program is underused as a recognition and incentive tool. There is some tendency to use some of the awards as recognition for "long and faithful service" rather than for outstanding service. Some people who in our opinion deserve awards, such as the pilots who regularly risk their lives flying unarmored planes into Laos, do not seem to be recommended. It is recommended that the Director of Personnel speak on this subject at a Senior Staff meeting, and urge fuller use of the program.

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10. There is too little privacy in the Benefits and Counselling

[redacted]

Fitness Reports

11. There is still misunderstanding in at least two offices (OCR and ORR) on the meaning of the terms adequate and proficient as fitness report ratings. It is suggested that the Director of Personnel clarify this situation so that all raters will have a common understanding of the meaning of these terms.